

EMPLOYMENT APPLICATION

(WRITE YOUR ANSWERS LEGIBLY)

APPLICANT INFORMATION			
Name (Last, First, Middle I.)			
Address			
Primary Phone	Best Time to Call		
Alternate Phone	Email		
PREFERENCES			
Position	Desired Salary (per hour) *DO NOT LEAVE BLANK*		
Date you can start	Hours available to work	Currently Employed?	Can we contact your current employer?
EMPLOYMENT HISTORY			
(1) Employer Name & Address (CURRENT or most recent)			
Supervisor Name	Phone Number	Dates Employed	Reason for Leaving
(2) Employer (2) Name & Address			
Supervisor Name	Phone Number	Dates Employed	Reason for Leaving
(3) Employer Name & Address			
Supervisor Name	Phone Number	Dates Employed	Reason for Leaving
EDUCATION			
Name & Location	Major	Years Attended	Graduated
Name & Location	Major	Years Attended	Graduated
ADDITIONAL EXPERIENCE			
List any additional experience or certifications you may have relevant to the position applying for, if available please provide a resume.			

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- 1) Are you at least 18 years old? YES / NO
- 2) If hired, can you submit proof of your legal right to work in the United States? YES / NO
- 3) Are you able to perform the essential functions of the job for which you're applying for including but not limited to the following, with or without reasonable accommodation?
 - Lifting, carrying children (infants, young children). YES / NO
 - Lifting/moving child furniture/equipment. YES / NO
 - Getting up and down from floor. YES / NO
 - Close interaction with children. YES / NO
 - Food preparation, serving, feeding and holding young infants. YES / NO
 - Desk work, reading & writing. YES / NO
 - Participate and be active in indoor and outdoor activities. YES / NO
 - Facility and classroom maintenance including but not limited to sweeping, mopping, cleaning restrooms, cleaning tables, disinfecting toys and equipment, etc. YES / NO
- 4) Have you ever been convicted/pled guilty to, pled no contest to, or admitted to any crime, including but not limited to physical abuse, sex related, or child abuse related offenses)? YES / NO
 - If yes, please provide the date(s) and conviction _____
- 5) Have you ever been dismissed or asked to resign from a position? YES / NO
 - If yes, please provide the date(s) and reason _____

By signing this document, I certify that I understand the above information. Furthermore, I certify that all information is true and correct and that I have not knowingly withheld any information that might adversely affect my chances of employment with Kiddies Kollege Christian Center.

Signature _____

Date _____

Equal Employment Opportunity

KKCC provides equal opportunity to all employees on the basis of individual qualifications without regard to race, sex, religion, color, age, national origin, marital status, physical or mental disability.

Background Check & Medical Report

All staff is required to provide a Pre-Employment Medical Report and undergo Background Checks for FBI and State criminal histories in addition to child abuse and neglect clearances. Criminal Background Checks MUST be completed before the first day of employment. Background Checks must be done at an authorized agency only. Meeting educational and experience requirements may qualify a person for a particular position but results of criminal history record checks and child abuse and neglect clearances will determine suitability for employment. The Office of Child Care may prohibit KKCC from hiring an individual based on background check findings.

"At Will" Employment

Your employment with KKCC is "at will." This means that your employment may be terminated at any time, with or without notice, for any reason, with or without cause. "At will" employment is a two-way street. Nothing in the employee handbook or any other company document should be understood as creating guaranteed or continued employment, termination "for cause", or of any other guaranteed or continued benefits. Only the owner of KKCC (Chad Shumate) has the authority to make promises with regard to guaranteed or continued employment and any such promises are only effective if placed in writing and signed by KKCC's owner.

Applicant Questionnaire

1. Who are you?
2. What makes you happy?
3. What type of manager do you prefer to be supervised by?
4. Describe your “ideal” job.
5. What did you enjoy most and least about your last job?
6. What personality characteristics do you possess that enable you to work well with children?
7. What are your weaknesses?
8. What do you like least about working with children?
9. What age groups do you prefer working with and why?
10. How will the children of KKCC benefit should you be hired?
11. How should unruly children be disciplined?
12. Do you smoke?
13. If hired, when would you expect a raise? And what would you expect the raise to be based on?
14. What is “quality childcare”?